



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
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JUN 10 1996

IN REPLY
REFER TO AQOE

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS

SUBJECT: DCMC Policy Letter No. 96-11 , Points of Contact for Contract Administration


This letter is directive in nature and expires when its contents are included in the DLAD 5000.4, Contract Management (One Book).

It is extremely important that the CAOs establish lines of communication with their customers as soon as possible **after** receipt of a **contract**. Our customers want to know who to contact regarding their **contracts**.

Normally, the post award orientation conference (PAOC) is the key method used for this purpose; however, the PAOC process varies depending on the type of **contract**, **complexity**, etc., and, therefore, cannot always be relied onto **fulfill** this need. To ensure points of contact are provided to the customer as soon as a contract is **received**, the following procedure will be followed:

“Upon receipt of a Part A contract (or Part B contract, as determined by the CAO), the assigned Operations **Team** member will prepare an acknowledgment letter for the Buying **Activity**. The letter will **identify** the CAO personnel assigned to the contract and will be signed by the ACO. In **addition**, an acknowledgment letter may also be forwarded to the **contractor**, as deemed appropriate by the ACO.”

The point of contact for this issue is Ms. Josephine E. Ross, DSN 427-3442 or (703) 767-3442.


ROBERT W. DREWES
Major General, USAF
Commander